

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

PSA (Philippine Statistics Authority)

[Office Address]  
[City, State, Zip Code]

Subject: Authorization Letter for Passport Application

To Whom It May Concern,

I, [Your Full Name], born on [Your Date of Birth], with valid identification (ID number: [Your ID Number]), hereby authorize [Authorized Person's Full Name], born on [Authorized Person's Date of Birth], to act on my behalf in submitting my passport application and to collect any related documents from the PSA office.

This authorization is effective as of [Start Date] and will remain valid until [End Date].

Thank you for your assistance.

Sincerely,

[Your Signature]  
[Your Printed Name]